

Retail Sales Policy

Sale of Book Consignment Service:

As a community service, the library will sell books created by authors local to the City and RM of Portage la Prairie and by organizations that operate within the City and RM of Portage la Prairie on a consignment basis.

Unless the book is created for the purposes of fundraising for a non-profit or charitable organization, the library will charge a commission rate based upon the sale price of the title. A single title in multiple formats (i.e. audiobook, large print) will have the commission rate determined by the selling price of the title's specific format.

The following commission rates will apply:

- Titles less than \$10: 50%
- Titles between \$10 - \$19.99: 37.5%
- Titles between \$20 - \$29.99: 25%
- Titles between \$30 - \$49.99: 20%
- Titles \$50 or greater: 15%

Individual titles of books will be available for sale at the Library until either all provided copies have been sold or two years have passed since the title was provided to the Library for consignment sale. Once either of these two conditions have been met, the Library will contact the author or organization to determine if both parties wish to continue with consignment sales from the Library.

In the event the author or organization are no longer interested in continuing the consignment sale arrangement, the author or a representative of the organization will be required to pick up any remaining copies of their for sale titles from the Library. *Failure by the author or organization to pick up remaining copies of their titles within six months of the cancellation of the arrangement will result in the remaining copies being treated as a donation to the Library.*

The Library's Secretary-Treasurer will be responsible for the disbursement of the revenue from the sale of the books. The disbursement will occur on an annual basis. In the event no books are sold during the year, the author will be informed so they may determine if they wish to continue the consignment sale arrangement with the Library.

In order to ensure payments can be easily and accurately made, authors and organizations will be required to provide an annual update of contact information to the Library. A reminder for a contact information update will be included with the annual disbursements. *Failure by the author or organization to provide the Library this updated information within six months of receiving the reminder will result in the cancellation of the arrangement between the Library and the author/organization.*

The Portage la Prairie Regional Library will not be responsible for the promotion and/or marketing of any books listed for purchase at the Library. The Library will only be responsible for promoting the consignment service, and will publically list all titles available for sale through this service.

Library-Branded Merchandise:

The Portage la Prairie Regional Library will acquire goods that will be branded with Library naming and logos. These goods will be available for the specific purposes of providing free marketing items during community events and programs, and to serve as a revenue-generating activity for the Library.

When these items are for sale at the Library, the Library will charge a purchase price that is comparable to the retail price of similar merchandise charged by other organizations.

The merchandise purchased for these purposes will be goods appropriate to the standard operations of the Library.

Revised October 22, 2020
Richard Bee, Head Librarian